

◆ ◆ ◆ ◆ CAREER OPPORTUNITY ◆ ◆ ◆ ◆



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Budget Analyst

Position Number: 18-14

Location: Oklahoma City

Open date: November 16, 2018

Close Date: December 10, 2018

Salary Range: \$48,951 - \$79,617 (CL-27)

Starting salary is usually in the low to middle portion of the range provided above, depending upon qualifications and experience. This is a career ladder position with promotion potential to grade CL-28 without further competition.

POSITION OVERVIEW. This position is in the federal Court Clerk's Office in Oklahoma City. The Budget Analyst maintains oversight of funding allotments and spending following judicial policy and makes appropriate adjustments as required. The incumbent develops and justifies budget requirements and executes approved and appropriately document budget requests.

Candidates should be proficient in the use of Word and Excel; communicate effectively orally and in writing; have a demonstrated ability to think through, analyze, and interpret written communications; be able to prioritize tasks and work assignments; have strong interpersonal skills as well as a professional demeanor and appearance appropriate for a professional office environment.

REPRESENTATIVE DUTIES.

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution. Maintain the Court Unit Budget Organization Plan (CUBOP) and submit the annual required certification of plan compliance.
- Advise executives and judges on budget matters.
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.

- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases.
- Enter allotments or any adjustments to allotments into the courts financial system and the Status of Funds Report. Maintain and submit the Status of Funds Report as required. Enter reprogramming or standard vouchers transactions to move funds as required.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Using a wide variety of manual and automated accounting systems and cash management tools. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Provide budget forecasting reports to the Budget Committee monthly to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Ensure appropriate internal controls are followed.

MINIMUM QUALIFICATIONS.

- Must be United States citizen or eligible to work in the United States.
- High school graduate or equivalent required.
- Minimum of two years of general work experience and a minimum of two years of specialized experience.
- Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration.

COURT PREFERRED QUALIFICATIONS. A bachelor's degree from an accredited college or university with an emphasis in finance, accounting or business. Experience in finance, accounting, business administration or a related field, and a minimum of four years of specialized experience.

BENEFITS. Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees

including participation in the retirement system, health, dental, vision, life and long-term care insurance programs, paid leave, periodic grade and step increases, and ten paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. All court employees are at will and therefore the selected candidate may be removed from this position at any time if after reasonable on-the-job training the selected candidate fails to perform at a satisfactory level.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. More than one position may be filled from this announcement. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS. Please email a letter of interest, resume, and completed application form as a single .pdf document to hr@okwd.uscourts.gov. The employment application can be found on our web page at www.okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 18-14
Carmelita Reeder Shinn, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer